



State of Utah

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February 1, 2006

***** ADDENDUM *** ADDENDUM *** ADDENDUM *****

SOLICITATION: JG6041
DUE DATE: February 8, 2006
TIME: 5:00 PM
DESCRIPTION: IMPLEMENT AUTOMATED RMTS SYSTEM

ADDENDUM #1

The following are to be added or changed to the specifications for this RFP:

1. The following pages contain a list of the received questions with their respective answers.
2. With procurement, process questions contact Jared Gardner (801) 538-3342.

*****END OF ADDENDUM*****

To acknowledge receipt of addendum, include a copy of this addendum with RFP submittal or give written acknowledgement with the RFP. It shall be the responsibility of the bidder to appropriately disseminate this information to all concerned prior to the assigned bid time.

Company Name

Signature

Date

#JG6041 Addendum

The following is a point-by-point response to all vendor pre-proposal questions submitted prior to the pre-proposal question deadline. Questions received from multiple vendors that were substantially similar have been consolidated. In addition, a few questions have been rewritten in a more concise fashion.

1. Does the cover sheet on the RFP (Request for Proposal Agency Contract) need to be submitted?

Yes

2. If we decide to propose two options – one to host and one to provide the software – can we provide them as two separate options (with two pricing options) instead of submitting two entirely separate proposals?

No. One proposal must be submitted for each option.

3. Does the DHS Project/Application Review Process document need to be completed (as much as possible) as part of this submission? Or is this here for reference?

It must be completed in as much detail as possible. This is used to determine, prior to purchase, several items:

Will software purchased be architecturally compatible with the State's networks,
Will software used meet requisite security guidelines, and
Will there be sufficient capacity to accommodate both the software as purchased and the projected growth of any applications.

4. Can you confirm that the cost and technical proposals should be submitted in the same document? Or, should they be separately sealed?

The cost and technical proposals may be submitted in the same document. Regardless of how they are submitted, price will be evaluated separately from the rest of the response. The cost proposal is evaluated by the State of Utah, Division of Purchasing. A DHS RMTS review committee will review the technical proposal.

5. Cost Proposal Worksheet Item 3 requests a breakdown of proposed staff and associated hourly rates. Is this section to reflect costs associated with a specific deliverable or a roll-up of all costs or additional services to be negotiated later?

The goal of the Cost Proposal Worksheet is to capture the total cost of your proposal. This is meant to also include the total costs of any consultants that would be needed to implement your proposal.

6. Cost Proposal Worksheet. Where are total costs for deliverables other than those related to software implementation or training, such as "Cost Allocation Plan Approval" (RFP Section 3.2.6), supposed to be reflected?

The goal of the Cost Proposal Worksheet is to capture the total cost of your proposal. All costs that would need to be expended in order to implement your solution should be included in specific line items.

7. Cost Proposal Worksheet Item 4. Please describe what aspects of training this item is intended to cover. Is this item to include the training costs for both the Department RMTS administrators and the caseworker trainers described in RFP Section 3.2.4?

Yes, this item includes training costs for both the Department RMTS administrators and the caseworker trainers described in RFP Section 3.2.4

8. RFP Section 2.11 has a tentative award date of February 23, 2006. In the event the contract is not executed until after the anticipated date posted in the RFP, is it acceptable to prepare the proposal using a weekly work schedule to identify the required time needed to install, test and train on the software once the contract is awarded?

Yes

9. RFP Section 2.11 indicates that the software installation is to be completed by March 9, 2006. Does this mean it is fully operational and in use? Can it be assumed that the system would be implemented post-March 9, 2006 (after it has been tested, piloted, and communications have at least begun with DCA)?

Based on the questions received from multiple vendors, we recognize the timetable in the RFP must be reconsidered. The bidder may propose a modification to the timetable and include justification for modifications. We will evaluate the modified timetable in the context of the full proposal. The State and vendor will finalize the timetable during the contracting process.

10. Typically the systems go into place at a quarter start. Is DHS amenable to this, even if not required by DCA? Is DHS expecting to use the new RMS system for cost allocation for the quarter beginning April 1, 2006?

We agree that implementation should begin at the start of a quarter. The vendor should include an estimated implementation date at the beginning of a quarter.

11. The RFP makes no mention of a pilot, which is strongly recommended, and often required by DCA. Can the bidder propose a modification to the timetable to account for this? Pilots typically last for a minimum of 1 month, more often 1 quarter – how does this affect the March 9, 2006 and March 14, 2006 dates?

The bidder may propose a pilot as part of a modified timetable.

12. RFP Section 3.2.6 requests assistance in developing amendments to DHS cost allocation plan and obtaining approval to implement modifications to RMTS process. The RFP makes no mention of upfront approval by DCA. Is DHS expecting to begin sampling prior to formal approval by DCA and ACF of the cost plan amendment?

Typically DCA requires information about the system before approving it.

Thank you for bringing this to our attention. We inadvertently overlooked this. DHS does not expect to begin sampling prior to receiving Federal approval. Please include time to obtain upfront DCA approval in the modified timetable.

13. Section 3.3.1 it mentions cost allocation plan support. Please specify what kind of support you will require?

Advise DHS in cost allocation plan changes and assist in responding to DCA questions about the RMTS system issues and implementation plan.

14. How many RMTS participants are there currently?

In DCFS, there are approximately 530 workers with caseloads. In DJJS, there are approximately 70 workers with caseloads. The cost allocation plan currently requires 2000 DCFS contacts every 3 months and 500 DJJS contacts every 3 months. We currently use an oversample factor of 10%.

15. How many supervisors are there currently?

In DCFS, there are approximately 90 supervisors of workers with caseloads. In DJJS, there are approximately six supervisors of workers with caseloads.

16. How many RMTS administrators will you require?

This number is not firmly defined, but will likely be fewer than 8.

17. RFP Section 1.2 describes the current RMTS used for allocating costs to Federal funds benefiting child welfare programs and juvenile justice services. Is there more than one sample universe or are the child welfare staff and juvenile justice staff sampled in one RMTS? Are there completely separate time studies for child welfare and for juvenile justice?

Workers from the two agencies are sampled separately. In addition, each agency has separate reporting categories for programs and activity coding. (See attached cost allocation plan documents.)

18. Do all participants have an email account?

Yes

19. Do all participants have regular access to their email and the internet via a PC?

Yes

20. Please provide more specifications about the "validation" requirement in 3.2.1.9. What is done currently? What has been communicated to DHS in terms of federal requirements?

We are soliciting your proposal to ensure the validity of the RMTS process, including any additional requirements DCA may request as we negotiate for approval. Currently we have no specific validation requirement for in-person validation in our existing cost allocation plan. We do have criteria for valid combinations for reporting. (See attached cost allocation plan documents.)

21. In section 3.2.1.8 it states "Provide a process for reversal of incorrect entries and process to address invalid reporting combinations" Does this mean changing submitted responses, or monitoring the RMTS for technical issues? Please clarify.

Both. This may include the need to change a submitted response when a worker realizes they have reported in error, and keeping a record of adjustments. System controls should also be included that prevent invalid reporting combinations. We would also like reports that help manage the RMTS process and help us identify training needs.

22. Section 3.2.1.10 states "Provide for modification of RMTS criteria by RMTS administrators." Please describe the specific modifications you would require (e.g., changing the number of moments, changing hours, etc.).

RMTS administrators should be able to do such things as add or delete programs or activities, change or create reports, or change sampling parameters, such as number of moments, hours, and update people in sample.

23. Section 3.2.1.7 refers to the requirement that the offeror's RMTS software is able to compile RMTS responses for "immediate data access." What types of administrative activities are envisioned that will require immediate data access?

We are envisioning ability to use query tools that enable ad hoc reports to be generated in response to outside requests (such as during the legislative session) or internal requests (such as for management needs or internal audit purposes).

24. RPF Section 1.2 states that the current RMTS process includes manually generated reports on a monthly basis. Is DHS planning to run the RMTS monthly in order to allocate costs on a monthly basis? Is it possible to receive a copy of the RMTS administration portion of the cost allocation plan prior to submitting the response to the RFP?

RMTS reports are generated monthly. The Department uses these monthly reports for budget forecasting and other management activities. Cost allocation is done quarterly.

The administrative portion of the cost allocation plan is attached.

25. Does the State desire that the selected vendor be responsible to convert and input core RMS system data such as: employee rosters, program and activity combinations and allocation matrices as part of the installation or will State staff be responsible for these tasks once the software is installed?

The vendor has primary responsibility to convert and input core RMS system data,

with the State collaborating on access to data and initial entry. The State will provide ongoing maintenance of the data, once entered.

26. Has the agency ever had a contract with any vendor for an RMTS system before? If the current system was not implemented in-house, I would like to know the following information on the incumbent contract: Contract Value, Contract Duration, Contract Number, Program Manager contact information, Winning Vendor and their point of contact.

The existing system was developed in-house.

27. Section 3.2.4.2 states, "Create and provide training for trainers of caseworkers regarding how to respond to the RMTS." Does this mean you would like the vendor to provide training materials and develop a "train the trainer" approach? Who will the trainers be? How many trainers do you anticipate will need to be trained? Do you anticipate a single training session with all staff or multiple sessions?

The vendor will provide written (may be electronic) training materials (including user's manual and/or help manual) and provide a training of trainers to enable DHS to provide caseworker training. The trainers will be regional caseworker trainers from DCFS and DJJS and State office training and administrative personnel. We estimate 25 participants in the caseworker training of trainers. If computer access needed, we anticipate two same-day sessions.

28. RFP Section 3.2.4.1 describes Department RMTS administrator training needs. How many central office staff do you anticipate will need to be trained? Does the department anticipate a single training session with all staff or multiple sessions?

We anticipate no more than 8 persons will need to be trained as administrators. Administrator training should include provision of initial training to system administrators, including a written administrator's manual and/or help manual (may be electronic) regarding system administration functions.

29. Cost Proposal Worksheet Item 4 indicates that "training will be held at one of your training facilities". Does DHS require that training be conducted away from the Government Center (off-site) or can some or all of the training be conducted using State facilities?

Training may be provided using State facilities. The cost proposal should include total costs for vendor trainer provided at a government facility.

30. In section 3.1.8 and 3.2.1.11 the RFP refers to "data integrity". Does this refer only to ensuring that all data entered is "backed up", or are there broader concerns regarding confidentiality and security of the data?

Data integrity refers to ensuring that all data is backed-up, and also that the software should follow industry best practices regarding storage and segregation of data, especially in a hosted environment.

31. Can you please provide more detail for what is meant by “connection methodology” in Section 3.3.5?

Connection methodology refers to how any form of data going to or arriving from the State is transferred, e.g. html via http, html via https, xml via ftp, pdf reports sent via ftp, encrypted pdf reports sent via ftp, encrypted pdf reports sent via scp, etc.

32. As indicated in the RFP Section 3.2.2.2, the Department’s database standard is Sybase Adaptive Server Enterprise Version 12.X running on HP-UX devices. Is the Department open to purchasing and supporting a Microsoft SQL Server 2000?

Currently, the Department has no expertise providing support for this platform. If the vendor chooses to deviate from the Department’s supported standards, this fact must be indicated clearly within the RFP. If this is proposed, include the costs of purchasing the software and its ongoing maintenance. The State will calculate the cost of training a LAN technician and database analyst and these costs will be considered as bids are evaluated.

33. Could you describe the hardware and operating system environments for user PCs and servers?

Typical PC Environment

OS: Windows 2000/XP

Processor: Pentium 2.0 Ghz or better

RAM: 512 Mb or more

NIC: 10/100

Internet Browser: Internet Explorer version: 6.02 or higher

Typical Server Environment

OS:

Novell Netware 6.5 with Support Pack 5

Windows 2000 Server with Service Pack 4

- Drive C:(SYSTEM) - OS and applications
- Drive D:(BACKUPS) -Used for recovery images
- Drive E:(DATA) - All changing data must be saved to this drive

Hardware: HP ProLiant DL, ML G2-G4 series

Processor: Pentium 1.4 Ghz to 3.4 Ghz

Ram: 640 Mb to 4.0 Gb

Attachment

The attached text is taken from the approved DHS cost allocation plan, and includes sections pertaining to the Random Moment Sampling Process.

Utah Department of Human Services Cost Allocation Plan

Part XIII - Random Moment Sample (RMS)

A. Random Moment Sampling (RMS) Defined

RMS is based on the law of probability which, in essence, states that there is a high probability that a relatively small number of random observations will exhibit approximately the same characteristics as the overall characteristics of the universe from which the sample was taken. RMS involves selecting at random several slices of time in the work period and asking the worker what program or activity he or she is working on at that moment. If these slices of time and the worker are chosen at random, then how workers spend their time when they are sampled may be projected to determine how they spend all their time during any workday.

Each workday in a calendar quarter is divided into 48 ten-minute intervals (8:00 a.m. through 4:50 p.m. for a single workday excluding 12:00 - 1:00 p.m.). The computer then randomly assigns workers to these time periods, until the specified number of sample strikes is obtained. By definition, the Random Moment is a "moment" (e.g., the beginning moment of a ten-minute period) not the activity of the full ten-minute period. Due to the way it is designed, RMS should not be used to "check" on individual employees, but rather to sample the organizational entity.

The major advantages of the RMS method are:

1. Employees are not involved in keeping daily time sheets.
2. It is a cost-effective operation.
3. It is among the most accurate ways to measure staff activities.
4. In general, the sample is not affected by changes of staff or organization refinements.

B. Procedures for RMS

The following standards and procedures apply to the Utah random moment sampling process:

1. The sampling universe has been defined (see DCFS and DYC sections of the plan for more detailed definition) as those employees who are directly involved in client activities and possible multiple funding sources.
2. The sampling unit is a single moment that is selected in the standard workday. This has been defined as a moment during a 10-minute increment.

This 10-minute increment is used to determine the size of the sampling universe. The sampling universe is given by:

The number of workers having possible client involvement and multiple funding sources multiplied by the number of 10-minute increments in a standard workday multiplied by the number of workdays in a quarter.

3. Various statistical standards have been set for the RMS. The confidence level is 95%, the precision or allowable error is $\pm 2\%$, and the sample size necessary for each quarter is calculated by the following formula given the above standards:

$$N = p(1-p)/(SE/t)^2$$

Where:

- n = sample size
- p = the probability of the occurrence of the activity being observed.
- SE = the sample precision ($\pm 2\%$)
- t = Confidence level (1.96 for 95%)

4. The sample size will be increased by an over-sample factor of 10% to ensure that a large enough sample size will remain to accommodate unforeseen situations such as worker transfers and terminations. A further correction is added to the formula to increase the sample size for a flex-time over-sample factor.
5. The sample size for DCFS will be at least 2,000 contacts each calendar quarter. For DYC the sample size will be at least 500 contacts each calendar quarter.

C. Current DHS RMS Procedures

For the Department to conduct the RMS for cost allocation purposes, several steps are executed:

Employees with a potential of being included in the RMS are selected based on their department, activity code, employee status and receiving a paycheck.

A computer program is used to randomly select workers and assign each worker to a randomly selected 10-minute time period during a workday. The computer prints out a calling list identifying the worker to be interviewed and when the interview is to be conducted.

Trained RMS personnel send an E-mail message to each individual worker being sampled utilizing advance E-mail send capabilities so each worker receives the E-mail at exactly the appointed date and time for the sample moment. The E-mail message will request the worker to immediately report his or her activity for the sample moment by E-mail or phone reply to the staff administering the RMS. The e-mail message will request the worker to provide the client's name, program area, and case activity if working on a

case at the sampled moment, or the program area and activity if not working on a specific case. The e-mail message will also instruct the worker to contact their supervisor if they have questions regarding the RMS process.

If the worker does not respond within one business day after the day of the sample, the sample item will be considered invalid.

4. The RMS responses are reviewed for completeness by Office of Administrative Support (OAS) staff and data input for accumulation of results.
5. The results of the RMS are sent to the Bureau of Finance for use in distribution of administrative costs in accordance with the applicable division Funding Matrix (attachment to this section) and penetration rate.
6. Approximately the 20th of each month, a computer program is run to produce a list of current Division of Child and Family Services (DCFS), and Division of Youth Corrections (DYC) employees.

Excluded are employees who are terminated, are on leave without pay, or have no gross salary.

The program produces a file which is then read and processed by a mainframe program. The program narrows the selection by choosing employees within specified accounts and then selects the number of employees to be called or interviewed that month.

The employee is randomly assigned a day and time by the computer system. The file is downloaded to the LAN and imported into the RMS program for the pc microcomputer.

Each month, as a new selection is done, this file is overlaid so that any point in time only one month's worth of personnel information is available.

(Because of the constantly changing nature of the personnel file and the org and account selection modifications for RMS, it would be very difficult to reconstruct previous personnel extract files.)

D. RMS Population

See the applicable Division's section of the cost allocation plan for a description of the RMS population.

E. Definition of Title IV-E Foster Care Penetration Rate

The Title IV-E foster care penetration rate is the proportion of currently active out of home clients who have been determined to be Title IV-E eligible as compared to all active out of home clients who have had a Title IV-E determination completed as of the last day of the month. Separate foster care penetration rates are calculated for the Division of Child and Family Services and the Division of Youth Corrections.

F. Definition of Out of Home Clients

Out of home clients are those clients under the legal responsibility and custody of DCFS or DYC who are placed outside of their own home in non-secure/non-detention facilities (i.e., foster family homes or child care institutions as defined in federal law).

G. E-mail message

Below is an example of the RMS e-mail message (for both the Division of Child and Family Services and the Division of Youth Corrections) that is sent to the sampled workers:

From: Rms Rms
To:
Date: 4/21/2003 1:35:31 PM
Subject: RMS for (Specified Date and Time) for (Worker Name)

Hi, Your Random Moment Sample is for: ***(Specified Date and Time)***. PLEASE REPORT BACK IMMEDIATELY. You may either email reply or report on the RMS audix at 538-4256.

If **WORKING ON A CASE** at the above time, please include all 4 of the following: For a list of code descriptions see <http://www.dhs.innerweb.utah.gov/oas/rms.htm>.

1. Client Name:

2. Client Number:

3. Program Area:

DCFS employees choose only one: CPS, Out-of-Home, In-Home, Adoptions, DV

DYC employees choose only one: DT/Secure, Out-of-Home, In-Home, O&A, Genesis

4. Case Activity you were Performing:

If **NOT WORKING ON A CASE** at the above time, please report a description or code of non case activity (ie, lunch, break, leave, not scheduled, training, filing, meeting, staff meeting, professional reading). **Non Case Activity:**

Questions about the RMS, please contact your supervisor or check out our new RMS Webpage <http://www.dhs.innerweb.utah.gov/oas/rms.htm>. You can access links on this webpage, such as a list of coded activities to report and definitions, answers to frequently asked questions, etc.

RMS REPORTING

General Instructions and Definition of Reporting Categories

FOR THE DIVISION OF CHILD AND FAMILY SERVICES

This document lists definitions for the program and activity codes used for ~~listed~~ on the Random Moment Sample (RMS) process. If selected for RMS reporting, you are required to promptly identify the program and the kind of activity you are engaged in at a randomly chosen moment. An RMS e-mail message is sent to provide notification of

being sampled for RMS reporting. Please respond accurately. The RMS responses are used in determining the allocation of Department costs among various programs.

* * * * *

THIS IS NOT A DEVICE FOR EVALUATING YOUR INDIVIDUAL PERFORMANCE.

This information gathering is part of a statistically-based process for determining how workers proportionally spend their time on various activities. This statistical sampling process serves the same purpose, but in a much less intrusive manner, as extensive, time-consuming reporting of 100% of a workers time by activities on a daily and hourly basis.

At the time you are sampled, respond completely, accurately and timely.

REPORTING THE RMS

The RMS response is divided into three major sections. One selection must be made in each section. Respond as follows:

- Section 1: **CASE INFORMATION** - Indicate whether or not you are working on a case and, if so, report the specific client name and ID number.
- Section 2: **PROGRAMS** - Select and report the one most appropriate program area under DCFS Programs to which the activity you are performing at the selected moment is most closely related.
- Section 3: **ACTIVITY** - Select and report the one activity that best describes what you are doing at the selected moment. The codes in this section are organized into two groups:
- a. Case Specific Activity: These activities reflect work devoted to a specific individual client. This set of activities should always be selected instead of a general activity whenever you indicate in Section 1 that you **are** working on behalf of a specific client.
 - b. General Activity: These are activities that do not relate to work being done on a specific case, but relate to general job duties, training or time away from your work area. This section should always be used when you have indicated in Section 1 that you **are not** working on a specific case.

Once you provide information for these three sections, the RMS process is complete.

FOLLOWING ARE DETAILED INSTRUCTIONS FOR EACH SECTION OF THE RMS RESPONSE ALONG WITH PROGRAM AND ACTIVITY DEFINITIONS.

1.1 SECTION 1 - CASE INFORMATION

Select one of the following codes:

001 Working on a specific case: If your work is directed toward a specific individual client, report this case code and report the client ID number that identifies the client receiving the case related activity in which you are engaged at the time of the sample moment. If a client number has not yet been assigned, please report the client name. (When this item is reported, you should also select and report an appropriate program code in section 2; then select and report an activity in the 400 to 800 series in Section 3.)

002 Not working on a case: If you are not engaged in an activity related to a specific client, report this case code. (When this item is reported, you should also select and report an appropriate program code in Section 2; then select and report an activity in the 900 series in Section 3.)

1.2 SECTION 2 - PROGRAM CODES

Report the program area you are working in at the selected moment by reporting only one program in Section 2. If you need help in determining which program to select, please refer to the following descriptions.

021 Child Protective Services: Activities to protect children whose physical, mental, or emotional well-being is threatened by parents, legal guardians or custodians. Investigation of allegations of suspected child physical abuse, sexual or emotional abuse, or child neglect/maltreatment while the child is in the family setting and preceding any removal of the child from the home. These children have not been adjudicated but may be candidates for foster care. (See definition of foster care candidate below.)

022 Out-of-Home Care/Foster Care: Activities performed by staff to arrange for, coordinate, or provide services to ensure the appropriate, safe care of children in DCFS custody placed in out-of-home care.

1.3 SECTION 3 - ACTIVITY CODES

Report the activity you are performing by reporting on only one activity that best describes what you are doing at the selected moment. If you need help in determining which activity to report, please refer to the following descriptions. These descriptions include, but are not limited to, the range of examples identified for each code.

CASE SPECIFIC ACTIVITY (CODES 400 THROUGH 850):

- 400 Title IV-E Foster Care Eligibility Determination/Redetermination: Includes the determination and redetermination process, as well as, any activity necessary to gather and report required eligibility information on a timely basis for determining and redetermining client's eligibility for Title IV-E Foster Care services.
- 401 Title IV-E Adoption Eligibility: Includes the determination and redetermination process, as well as, any activity necessary to gather and report required eligibility information on a timely basis for determining and redetermining client's eligibility for Title IV-E Adoption Assistance.
- 501 Family Assessment: Activities include collection of assessment data, history information, and medical, psychological and related evaluations to identify the child's functional level; interviewing children and family members as needed to determine the child's needs; performing family assessment.
- 502 Develop, Implement, Modify Service Plan: Includes reviewing case file; assessing the presenting problem and its associated circumstances; making an inventory of available resources; arranging for medical, dental, and mental health exams; referral for assistance benefits or application for financial assistance; making collateral contacts; reviewing provider plans for the client; consulting with the court on the service plan; writing the service plan, and conferring with supervisory personnel in the actual development of the service plan, and other activities related to development and preparation of the service plan.
- 503 Coordinate, arrange service delivery or treatment resources as required by the service plan: Activities related to assisting the client to gain access to needed medical, social, educational, or other services. Includes coordinating, but not "providing" needed services in accordance with the client needs as specified in the service plan.
- 504 Service Plan Reassessment: Includes periodic monitoring of the effectiveness of services furnished under the service plan and revision of the plan as conditions warrant.
- 505 Record keeping, case documentation on service plan: Collection, summary, or entry of information related to documentation of client need as contained in the service plan, update of written plan information, or revision or addition of new information in the service plan. This activity does not include the preparation of reports and case notes documenting instances of the actual provision of social services or mental health treatment.
- 506 Mobilizing and assisting in gaining access to needed services: Includes mobilizing the use of natural helping networks, such as family members, church members and friends; development of increased opportunities for community access and involvement including assistance in the location of housing, community living skills, teaching vocational, civil and recreational service programs; and assisting children and their families to obtain services

otherwise inaccessible or unavailable. This activity is to assist the client in gaining access to needed services and does not include actual provision of such services.

600 Investigation of child abuse/neglect (Pre-placement): Includes investigation of allegations of suspected child physical abuse, sexual or emotional abuse, or child neglect/maltreatment, which occurred while the child was in the family setting prior to any removal of the child from the home.

601 Coordination of investigation of abuse/neglect of child in facility/out-of-home placement: Includes tracking and coordination of investigation of allegations of child abuse or neglect of a child in an out-of-home placement, including foster care, department-arranged relative care, in a child caring facility, or in a secure or institutional setting.

602 Directly providing family support services: Activities include directly providing services (rather than coordinating or arranging for services) to a family who is not eligible for intensive family preservation services but who is in need of support services in order to alleviate the risk of removal of the child from the home. Such services may include counseling, advocacy, education/skill building, and concrete services, such as, housing, utilities, transportation, etc. This activity includes the preparation of reports and case notes documenting instances of the actual provision of social services.

603 Directly providing family preservation services: Activities include directly providing services (rather than coordinating or arranging for services) such as counseling and other in-home family services provided to alleviate emergency conditions affecting a child or family which threaten the child's ability to remain in the family home. These may include in-home services, such as, parenting education and training, household management training, and incidental homemaker support services to alleviate the emergency condition. This activity includes the preparation of reports and case notes documenting instances of the actual provision of social services.

604 Directly providing domestic violence treatment: Activities include directly providing mental health treatment services (rather than coordinating or arranging for services) for victims or perpetrators of domestic violence. This activity includes the preparation of reports and case notes documenting instances of the actual provision of treatment services.

605 Risk Assessment and Safety Planning: Activities to perform a risk assessment or to develop a safety plan in a child protective services investigation or in a domestic violence intervention.

800 Case Staffing: Includes formal review of the case including formulation of revisions in the service plan based on the case staffing; meeting with

supervisor, providers, and/or other related agencies to discuss the progress of the client.

- 801 Preparation for/attendance at court regarding placement: Activities include preparation and verification of complete factual presentation to the court; drafting and review of reports; consultation with supervisory personnel, legal counsel and other involved parties during the report drafting process; interviewing relevant individuals in preparing court reports; also includes time spent in appearing or otherwise participating in a Judicial Hearing. This includes travel time as well as time spent on location awaiting the hearing.
- 802 Preparation, attendance at Citizen Review Board: Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested; also includes time spent in meetings with board or board members, or travel to meetings and review.
- 803 Preparation for, attendance at administrative appeals hearing/complaint resolution: Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested, attendance at administrative hearing appealing the results of CPS investigation, reduction in a benefit, etc. or resolving complaints arising in regard to a case or policy.
- 804 Placement/replacement of the client (adoptive or foster home setting): Includes contacting potential care providers; consultation with supervisory personnel; processing of required legal and Departmental documentation; informing the current care provider of the details of the change of care placement; coordination among all parties involved for the date of transfer; conducting a pre-placement visit or conference (with or without the client) to the new provider; physical placement of the client with new care providers; and replacement assessment; preparation for removal from placement; pre-placement visits; notification of custodian; emergency interim placement; and alternate placement.
- 806 Recruitment/licensing of child-specific foster or adoptive home: Activities related to the identification and recruitment of foster or adoptive care givers on behalf of a specific individual or sibling group. Includes interviewing prospective parents, the initial home study, and activities related to the certification or licensure of the care giver(s).
- 807 Adoption referral, preparation for placement: Referral of a child or sibling group to an adoption unit for activities related to the permanent placement of a child. This may include consultation with the child, family members, or staff of the adoption program; the gathering, preparation, and submission of information needed by adoption staff; and accompaniment of the child on pre-placement visits with prospective adoptive parents.
- 808 Foster care payment/adoptive subsidy/resolving payment issues: Any activities related to determining the level and rate for

foster care or adoptive subsidy payment. This may include collection or submission of information about a child or sibling group; and/or consultation with the child's care or service providers regarding any special needs of the child. This also includes resolution of payment issues on behalf of a child's foster or adoptive family.

809 Transporting (Non-Medical): Activities designed to enable persons to travel to and from facilities to receive needed services exclusive of Medical Services. This includes going to and returning from client location and transportation for parental visitation, court, case review, and placement. Any other transportation should be identified with the activity for which the transportation is taking place.

810 Transporting (Medical): Activities designed to enable persons to travel to and from facilities to receive needed medical services. This includes going to and returning from client location.

GENERAL ACTIVITIES (CODES 900 THROUGH 950)

The activity codes in the 900 series are not specific to any one case and can be used with any program code in Section 2. This series of codes must be used only in combination with Code 002: Not Working on a Case in Section 1.

901 DCFS Core Training: Participation in all initial in service training classes.

902 University Training: Participation/attendance in university classes approved for social work training and advanced degrees.

903 Permanency Planning Training: Participation in training classes regarding permanency planning.

904 Foster Care and Adoptive Parent Training: Providing training to foster care and adoptive parents to facilitate interim and permanent placements.

905 SAFE Training: Participation in SAFE (SACWIS) related training of case workers.

907 Staff Development and Training/Other Training: Participation in approved organized training, including conferences, seminars, and workshops.

908 General recruitment of adoptive or foster parents: Includes identification of prospective foster care and adoptive parents; initial home study (not child-specific); interim monitoring of facilities; initial certification; registration; re-certification; adoptive home studies (not child-specific).

909 Staff Meetings: Participation in scheduled unit or team meetings, office-wide meetings; discussion with a supervisor not related to a specific case.

- 910 Manual Review, Professional or Reference Reading: Includes reviewing the procedures or policy manual, reference literature and other professional documents not related to a specific case.
- 911 Travel (Not Client Specific): Work-related travel away from employees' workstation. For client-related travel, see also codes 801 and 806.
- 912 Clerical Tasks: Includes photocopying, filing, typing, data entry, mail distribution, and other activities (not case specific).
- 913 Lunch, Breaks, Personal Business: Includes scheduled break time, office social events, mealtimes, activities of a personal nature.
- 914 Other Administrative Tasks: Includes the completion of required forms and paperwork not related to a specific case or client, including personnel forms, travel or reimbursement requests, and other necessary or required reports or procedures.
- 915 Community presentations: Preparation and delivery of information regarding Departmental activities, goals, or needs to community groups or members of the public.
- 916 Quality assurance reviews: Comprehensive review of case record or other client-related documents that assures compliance with federal, state, or judicial requirements.
- 997 Employee on Leave: Paid absence, for example, sick, vacation or personal leave. May also include approved educational leave and jury duty or military reserve duty.
- 998 Employee not Available: Employee not scheduled to work at time of sample (example, flextime or part-time employment).
- 999 Invalid Response: Leave without pay, position vacancy, incorrect RMS identification or uncorrected response in error.

Note: When using codes 997-999, skip Sections 1 and 2.

**UTAH DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
RANDOM MOMENT TIME STUDY ACTIVITY FUNDING MATRIX**

Code	Activity	021 CPS	022 Out-of-Home	023 Home Based	024 Adoption	025 Domestic Violence	029 Not Specific to Any One Program
CASE SPECIFIC ACTIVITIES							
400	IV-E Foster Care Eligibility	IV-E/State	IV-E/State	IV-E/State	N/A	N/A	N/A
401	IV-E Adoption Eligibility	N/A	IV-E	N/A	IV-E	N/A	N/A
501	Family Assessment	IV-E/XIX/ IV- B/SSBG/State	IV-E/XIX/ IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
502	Develop Implement Service Plan	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/XIX/ IV- B/SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
503	Coordinate, Arrange Services	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
504	Service Plan Reassessment	N/A	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
505	Record Keeping, Case Documentation	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
506	Mobilizing & Assisting in gaining access to needed services	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/XIX IV- B/SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
600	Investigation of Abuse Preplacement	IV-B/State	N/A	N/A	N/A	N/A	N/A
601	Coordination of Investigation of Abuse Out	IV-B/State	IV-B/State	N/A	N/A	N/A	N/A

Code	Activity	021 CPS	022 Out-of-Home	023 Home Based	024 Adoption	025 Domestic Violence	029 Not Specific to Any One Program
	of Home Placement						
602	Directly Providing Family Support Services	N/A	IV-B/SSBG State	IV-B/SSBG State	IV-B/SSBG State	SSBG/State	N/A
603	Directly Providing Family Preservation Services	N/A	IV-B/SSBG State	IV-B/SSBG State	IV-B/SSBG State	SSBG/State	N/A
604	Directly Providing Domestic Violence Treatment	N/A	N/A	N/A	N/A	State	N/A
605	Risk Assessment and Safety Planning	IV-B/State	N/A	N/A	N/A	SSBG/State	N/A
800	Case Staffing	IV-E/XIX/IV-B/ SSBG/State	IV-E/XIX/IV-B/ SSBG/State	IV-E/XIX/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
801	Preparation for/Attendance at court regarding placement	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	N/A	N/A
802	Preparation/Attendance Citizens Review Board	N/A	IV-E/XIX IV-B/SSBG State	N/A	N/A	N/A	N/A
803	Preparation/Attendance Administrative Appeals Hearing	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	N/A	N/A
804	Placement/Replacement of the Client	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	N/A	N/A
806	Recruitment/Licensing of Client Specific	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	N/A	N/A

Code	Activity	021 CPS	022 Out-of-Home	023 Home Based	024 Adoption	025 Domestic Violence	029 Not Specific to Any One Program
	Foster/Adoptive Home						
807	Adoption Referral, Preparation for Placement	N/A	IV-E/IV-B/ SSBG/State	N/A	IV-E/IV-B/ SSBG/State	N/A	N/A
808	Foster Care Payment/ Adoption Subsidy/ resolving payment issues	N/A	IV-E/IV-B/ SSBG/State	N/A	IV-E/IV-B/ SSBG/State	N/A	N/A
809	Transporting (Non- Medical)	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	IV-E/IV-B/ SSBG/State	SSBG/State	N/A
810	Transporting (Medical)	State	State	State	State	SSBG/State	N/A
GENERAL ACTIVITIES							
901	DCFS Core Training	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
902	University Training	N/A	N/A	N/A	N/A	N/A	State/IV-E Enhanced
903	Permanency Planning Training	N/A	IV-B/ SSBG/ State/IV-E Enhanced	N/A	IV-B/ SSBG/ State/IV-E Enhanced	N/A	IV-B/ SSBG/ State/IV-E Enhanced
904	Foster and Adoptive Parent Training	N/A	IV-B/ SSBG/ State/IV-E Enhanced	N/A	IV-B/ SSBG/ State/IV-E Enhanced	N/A	N/A
905	SAFE "SACWIS" Training	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
907	Other Training	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from	Excluded from Computation

Code	Activity	021 CPS	022 Out-of-Home	023 Home Based	024 Adoption	025 Domestic Violence	029 Not Specific to Any One Program
						Computation	
908	General Recruitment of Adoptive/Foster Parents	N/A	IV-E/IV-B/ SSBG/State	N/A	IV-E/IV-B/ SSBG/State	N/A	N/A
909	Staff Meetings	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
910	Manual Review, Professional/reference reading	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
911	Travel (Not Client Specific)	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
912	Clerical Tasks	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
913	Lunch, Breaks, Personal Business	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
914	Other Administrative Tasks	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
915	Community Presentations	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
916	QA Reviews	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from	Excluded from Computation

Code	Activity	021 CPS	022 Out-of-Home	023 Home Based	024 Adoption	025 Domestic Violence	029 Not Specific to Any One Program
						Computation	
997	Employee On leave	N/A	N/A	N/A	N/A	N/A	Invalid
998	Employee Not Scheduled To Work	N/A	N/A	N/A	N/A	N/A	Invalid
999	Invalid Response	N/A	N/A	N/A	N/A	N/A	Invalid

Footnotes to Funding Matrix

- 1) N/A in the matrix identifies invalid combinations of program and activity that are illogical.
- 2) The Title IV-E Foster Care penetration rate is the proportion of currently active out of home clients as of the last day of the month who have been determined to be Title IV-E eligible as compared to all active out of home clients who have had a Title IV-E determination completed.
- 3) The Title IV-E Adoption penetration rate is the proportion of currently active adoption assistance recipients as of the last day of the month who have been determined to be Title IV-E eligible as compared to all active adoption assistance recipients who have had a Title IV-E determination completed.
- 4) In those instances where multiple funding sources benefit from an activity, the proportions of the population eligible under the participating programs will be determined and applied to the cost of the activity to determine the cost benefit to each funding source. Based upon client count, the following will be utilized in applying the matrix. For IV-E allowable activities reported in program area 022 (out of home), the IV-E foster care penetration rate will be applied. For IV-E allowable activities reported in program areas 021 (CPS) and 023 (home based), a two-step process will occur. First, the proportion of home-based services clients meeting the definition of foster care candidate will be determined. This is done through analysis of all home-based programs and the extent to which clients meet the definition of foster care candidate. Then the IV-E foster care penetration rate will be applied to the proportion of home-based services clients who meet the definition of foster care candidate. For IV-E allowable activities reported in program area 024 (adoption), the IV-E adoption penetration rate will be applied. The Title XIX TCM penetration rate (Medicaid eligible children who are not eligible for IV-E) will be used to measure the benefit to TCM, and the remaining costs will be charged to Title IV-B or the Social Service Block Grant if those costs are allowable under the grant awards for those programs or to the state program if not allowable. TCM is not claimed through the RMS process but is billed on a client by client basis through the Medicaid billing system.)
- 5) For training which benefits only foster care, the IV-E Foster Care penetration rate will be applied. For training which benefits only adoption, the IV-E Adoption penetration rate will be applied. For training which includes both foster care providers and adoptive parents in a joint training, the IV-E foster care and adoption case counts will be combined to determine a combined penetration rate, which will be applied to these costs. For other training specified in the State's approved Child and Family Services Plan, including SACWIS, the RMS results will be applied.

023 Home Based Services: Activities performed by staff to arrange for, coordinate or provide in-home services to a family when children are at risk of being placed in state custody, including foster care candidates. These activities may include case management, counseling, and in-home parenting education and training, household management skills, and incidental homemaker support services. A child is a candidate for foster care benefits if there is a defined care plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child or there is an eligibility form which has been completed to establish the child's eligibility under title IV-E or there is evidence of court proceedings in relation to removing the child from home, in the form of a petition to the court, a court order or transcript of the court's proceedings, or there is equivalent documentation in the case record (such as case notes and assessment data) demonstrating that a decision has been made that, absent effective preventive services, foster care is the planned arrangement for the child.

024 Adoption: Activities performed by staff in reviewing petitions, supporting documents, conducting home studies, supervision, and other activities related to adoptions. Includes activities provided on behalf of adoptive families in crisis where the child in question has been legally adopted and any activity related to adoption assistance paid to adoptive parents on behalf of an adopted child with special needs.

025 Domestic Violence: Activities performed by staff to provide, coordinate, or arrange for services in cases where domestic violence has occurred.

029 Engaged in Activities Not Specific to Any One Program: Use this code if current activity is directed at more than one function; or if engaged in personal business, lunch, breaks, or other non-productive time.

Note: The Division of Youth Corrections is now the Division of Juvenile Justice Services

RMS REPORTING

General Instructions and Definition of Reporting Categories

FOR THE DIVISION OF YOUTH CORRECTIONS

You have been selected at random to identify the program and the kind of activity you are engaged in at a randomly chosen moment. The information reported on this form, along with your co-workers' responses will be used to determine the allocation of administrative costs of the Division of Youth Corrections (DYC) among the division's programs.

This document lists definitions for the program and activity codes used for the Random Moment Sample (RMS) process. If selected for RMS reporting, you are required to promptly identify the program and the kind of activity you are engaged in at a randomly chosen moment. An RMS e-mail message is sent to provide notification of being sampled for RMS reporting. Please respond accurately. The RMS responses are used in determining the allocation of Department costs among various programs.

* * * * *

THIS IS NOT A DEVICE FOR EVALUATING YOUR INDIVIDUAL PERFORMANCE.

This information gathering is part of a statistically-based process for determining how workers proportionally spend their time on various activities. This statistical sampling process serves the same purpose, but in a much less intrusive manner, as extensive, time-consuming reporting of 100% of a workers time by activities on a daily and hourly basis.

At the time you are sampled, respond completely, accurately, and timely.

REPORTING THE RMS

The RMS response is divided into three major sections. One selection must be made in each section. Respond as follows:

- Section 1: **CASE INFORMATION** - Indicate whether or not you are working on a case and, if so, report the specific client name and ID number.
- Section 2: **PROGRAMS** - Select and report the one most appropriate program area under DYC Programs to which the activity you are performing at the selected moment is most closely related.
- Section 3: **ACTIVITY** - Select and report the one activity that best describes what you are doing at the selected moment. The codes in this section are organized into two groups:
- a. Case Specific Activity: These activities reflect work devoted to a specific individual client. This set of activities should always be selected instead of a general activity whenever you indicate in Section 1 that you **are** working on behalf of a specific client.
 - b. General Activity: These are activities that do not relate to work being done on a specific case, but relate to general job duties, training or time away from your work area. This section should always be used when you have indicated in Section 1 that you **are not** working on a specific case.

Once you provide information for these three sections, the RMS process is complete.

FOLLOWING ARE DETAILED INSTRUCTIONS FOR EACH SECTION OF THE RMS RESPONSE ALONG WITH PROGRAM AND ACTIVITY DEFINITIONS.

1.1 SECTION 1 - CASE INFORMATION

Select one of the following codes:

001

Working on a specific case: If your work is directed toward a specific individual client, report this case code and report the client ID number that identifies the client receiving the case related activity in which you are engaged at the time of the sample moment. If a client number has not yet been assigned, please report the client name. (When this item is reported, you should also select and report an appropriate program code in section 2; then select and report an activity in the 400 to 800 series in Section 3.)

002

Not working on a case: If you are not engaged in an activity related to a specific client, report this case code. (When this item is reported, you should also select and report an appropriate program code in Section 2; then select and report an activity in the 900 series in Section 3.)

1.2 SECTION 2 - PROGRAM CODES

Report the program area you are working in at the selected moment by reporting only one program in Section 2. If you need help in determining which program to select, please refer to the following descriptions.

031 Detention/Secure Facility Client: Activities performed by staff to arrange for, coordinate, or provide services to a Youth Corrections' client in Division custody who is currently placed in a detention or secure facility.

032 Out-of-Home Care: Activities performed by staff to arrange for, coordinate, or provide services to ensure the appropriate, safe care of children in Youth Corrections custody residing outside of the home and not in a detention/secure facility.

033 Home Based Services: Activities performed by staff to arrange for, coordinate, or provide in-home services to a youth and family when the youth is at risk of being placed in out-of-home or has been returned home after residing in out-of-home care or in a detention/secure facility (foster care candidate). A child is a candidate for foster care benefits if there is a defined care plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child or there is an eligibility form which has been completed to establish the child's eligibility under title IV-E or there is evidence of court proceedings in relation to removing the child from home, in the form of a petition to the court, a court order or transcript of the court's proceedings, or there is equivalent documentation in the case record (such as case notes and assessment data) demonstrating that a decision has been made that, absent

effective preventive services, foster care is the planned arrangement for the child.

034 Observation and Assessment: Activities performed by staff to arrange for, coordinate, or provide services to a Youth Corrections' client residing in the Observation and Assessment residential program. (Activities reported under this program includes only case management activities and do not include education and treatment services which are provided by the O&A facility.)

035 Genesis Work Program: Activities performed by staff to arrange for, coordinate, or provide services to a Youth Corrections' client residing in the Genesis residential work program.

039 Engaged in Activities Not Specific to Any One Program: Use this code if current activity is directed at more than one function; or if engaged in personal business, lunch, breaks, or other non-productive time.

1.3 SECTION 3 - ACTIVITY CODES

Report the activity you are performing by reporting on only one activity that best describes what you are doing at the selected moment. If you need help in determining which activity to report, please refer to the following descriptions. These descriptions include, but are not limited to, the range of examples identified for each code.

CASE SPECIFIC ACTIVITY (CODES 400 THROUGH 850):

400 Title IV-E Foster Care Eligibility Determination/Redetermination: Includes the determination and redetermination process, as well as, any activity necessary to gather and report required eligibility information on a timely basis for determining and redetermining client's eligibility for Title IV-E Foster Care services.

501 Family Assessment: Activities include collection of assessment data, history information, and medical, psychological and related evaluations to identify the child's functional level; interviewing children and family members as needed to determine the child's needs; performing family assessment.

502 Develop, Implement, Modify Service Plan: Includes reviewing case file; assessing the presenting problem and its associated circumstances; making an inventory of available resources; arranging for medical, dental, and mental health exams; referral for assistance benefits or application for financial assistance; making collateral contacts; reviewing provider plans for the client; consulting with the court on the service plan; writing the service plan, and conferring with supervisory personnel in the actual development of the service plan, and other activities related to development and preparation of the service plan.

- 503 Coordinate, arrange service delivery or treatment resources as required by the service plan: Activities related to assisting the client to gain access to needed medical, social, educational, or other services. Includes coordinating, but not “providing” needed services in accordance with the client needs as specified in the service plan.
- 504 Service Plan Reassessment: Includes periodic monitoring of the effectiveness of services furnished under the service plan and revision of the plan as conditions warrant.
- 505 Record keeping, case documentation on service plan: Collection, summary, or entry of information related to documentation of client need as contained in the service plan, update of written plan information, or revision or addition of new information in the service plan. This activity does not include the preparation of reports and case notes documenting instances of the actual provision of social services or mental health treatment.
- 506 Mobilizing and assisting in gaining access to needed services: Includes mobilizing the use of natural helping networks, such as family members, church members and friends; development of increased opportunities for community access and involvement including assistance in the location of housing, community living skills, teaching vocational, civil and recreational service programs; and assisting children and their families to obtain services otherwise inaccessible or unavailable. This activity is to assist the client in gaining access to needed services and does not include actual provision of such services.
- 601 Coordination of investigation of abuse/neglect of child in facility/out-of-home placement: Includes tracking and coordination of investigation being performed by Attorney General’s Office of allegations of child abuse or neglect of a child in an out-of-home placement, including Proctor care, foster care, department-arranged relative care, in a child caring facility, or in a secure or institutional setting.
- 602 Directly providing family support services: Activities include directly providing services (rather than coordinating or arranging for services) to a family who is not eligible for intensive family preservation services but who is in need of support services in order to alleviate the risk of removal of the child from the home. Such services may include counseling, advocacy, education/skill building, and concrete services such as housing, utilities, transportation, etc. This activity includes the preparation of reports and case notes documenting instances of the actual provision of social services.
- 800 Case Staffing: Includes formal review of the case including formulation of revisions in the treatment plan based on the case staffing; meeting with

supervisor, providers, and/or other related agencies to discuss the progress of the client.

- 801 Preparation for/attendance at court regarding placement: Activities include preparation and verification of complete factual presentation to the court; drafting and review of reports; consultation with supervisory personnel, legal counsel and other involved parties during the report drafting process; interviewing relevant individuals in preparing court reports; also includes time spent in appearing or otherwise participating in a Judicial Hearing. This includes travel time as well as time spent on location awaiting the hearing.
- 802 Preparation, attendance in Case Review: Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested; also includes time spent in travel to meetings and review.
- 803 Preparation for, attendance at service appeals hearing: Includes information gathering, preparation of documents or reports, their submission, providing additional information as requested, attendance at service appeal hearing.
- 804 Placement/replacement of the client (Proctor or foster home setting): Includes contacting potential care providers; consultation with supervisory personnel; processing of required legal and Departmental documentation; informing the current care provider of the details of the change of care placement; coordination among all parties involved for the date of transfer; conducting a pre-placement visit or conference (with or without the client) to the new provider; physical placement of the client with new care providers; and replacement assessment; preparation for removal from placement; pre-placement visits; notification of custodian; emergency interim placement; and alternate placement.
- 805 Placement/Replacement of client in detention/secure facility: Includes making preparation for and actual placement/replacement of a client in a detention/secure facility.
- 808 Proctor/Foster care payment/resolving payment issues: Any activities related to determining the level and rate for Proctor or foster care payment. This may include collection or submission of information about a child or sibling group; and/or consultation with the child's care or service providers regarding any special needs of the child. This also includes resolution of payment issues on behalf of a child's Proctor or foster family.
- 809 Transporting (Non-Medical): Services designed to enable persons to travel to and from facilities to receive needed services exclusive of Medical

Services. This includes going to and returning from client location and transportation for parental visitation, court, case review, and placement. Any other transportation should be identified with the activity for which the transportation is taking place.

810 Transporting (Medical): Services designed to enable persons to travel to and from facilities to receive needed medical services. This includes going to and returning from client location.

GENERAL ACTIVITIES (CODES 900 THROUGH 950)

The activity codes in the 900 series are not specific to any one case and can be used with any program code in Section 2. This series of codes must be used only in combination with Code 002: Not Working on a Case in Section 1.

902 University Training: Participation/attendance in university classes approved for social work training and advanced degrees.

903 Permanency Planning Training: Participation in training classes regarding permanency planning.

904 Proctor or Foster Care Parent Training: Providing training to Proctor or foster care parents to facilitate interim and permanent placements.

906 DYC Academy Training: Participation in all initial in service training classes.

907 Staff Development and Training/Other Training: Participation in approved organized training, including conferences, seminars, and workshops.

908 General recruitment of Proctor or foster parents: Includes identification of prospective Proctor or foster care parents; initial home study (not child-specific); interim monitoring of facilities; initial certification; registration; re-certification.

909 Staff Meetings: Participation in scheduled unit or team meetings, office-wide meetings; discussion with a supervisor not related to a specific case.

910 Manual Review, Professional or Reference Reading: Includes reviewing the procedures or policy manual, reference literature and other professional documents not related to a specific case.

- 911 Travel (Not Client Specific): Work-related travel away from employees' workstation. For client-related travel, see also codes 801 and 806.
- 912 Clerical Tasks: Includes photocopying, filing, typing, data entry, mail distribution, and other activities (not case specific).
- 913 Lunch, Breaks, Personal Business: Includes scheduled break time, office social events, mealtimes, activities of a personal nature.
- 914 Other Administrative Tasks: Includes the completion of required forms and paperwork not related to a specific case or client, including personnel forms, travel or reimbursement requests, and other necessary or required reports or procedures.
- 915 Community presentations: Preparation and delivery of information regarding Departmental activities, goals, or needs to community groups or members of the public.
- 916 Quality assurance reviews: Comprehensive review of case record or other client-related documents that assures compliance with federal, state, or judicial requirements.
- 997 Employee on Leave: Paid absence, for example, sick, vacation or personal leave. May also include approved educational leave and jury duty or military reserve duty.
- 998 Employee not Available: Employee not scheduled to work at time of sample (example, flextime or part-time employment).
- 999 Invalid Response: Leave without pay, position vacancy, incorrect RMS identification or uncorrected response in error.

Note: When using codes 997-999, skip Sections 1 and 2-

**UTAH DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH CORRECTIONS
RANDOM MOMENT TIME STUDY ACTIVITY FUNDING MATRIX**

Code	Activity	031 Detention Secure Facility	032 Out-of- Home	033 Home Based	034 Observation Assessment	035 Genesis Work Program	039 Not Specific to Any One Program
CASE SPECIFIC ACTIVITIES							
400	IV-E Foster Care Eligibility	N/A	IV-E/State	IV-E/State	IV-E/ State	N/A	N/A
501	Family Assessment	State	IV-E/XIX/State	IV-E/SSBG/ State	IV-E/XIX/State	State	N/A
502	Develop Implement Treatment Plan	State	IV-E/XIX/State	IV-E/SSBG/ State	IV-E/XIX/State	State	N/A
503	Coordinate, Arrange Services	State	IV-E/XIX/State	IV-E/SSBG/ State	IV-E/XIX/State	State	N/A
504	Treatment Plan Reassessment	State	IV-E/XIX/State	IV-E/SSBG/ State	IV-E/XIX/State	State	N/A
505	Record Keeping, Case Documentation	State	IV-E/XIX/State	IV-E/SSBG/ State	IV-E/XIX/State	State	N/A
506	Mobilizing & Assisting in gaining access to needed services	State	IV-E/XIX/State	IV-E/SSBG/ State	IV-E/XIX/State	State	N/A
601	Coordination Investigation	N/A	SSBG/State	N/A	SSBG/State	State	N/A

Code	Activity	031 Detention Secure Facility	032 Out-of- Home	033 Home Based	034 Observation Assessment	035 Genesis Work Program	039 Not Specific to Any One Program
	of Abuse Out of Home Placement						
602	Directly Providing Family Support Services	N/A	N/A	SSBG/State	N/A	State	N/A
800	Case Staffing	State	IV-E/XIX/State	IV-E/SSBG/State	IV-E/XIX/State	State	N/A
801	Preparation for/Attendance at court regarding placement	State	IV-E/SSBG/State	IV-E/SSBG/State	IV-E/SSBG/State	State	N/A
802	Preparation/Attendance Case Review	State	IV-E/XIX /State	N/A	IV-E/XIX /State	State	N/A
803	Preparation/Attendance Service Appeals Hearing	State	IV-E/SSBG/State	IV-E/SSBG/State	IV-E/SSBG/State	State	N/A
804	Placement/Replacement of the Client (Proctor/Foster Care)	N/A	IV-E/SSBG/State	IV-E/SSBG/State	IV-E/SSBG/State	State	N/A
805	Placement/Replacement Detention/Secure Facility	State	N/A	N/A	N/A	State	N/A
808	Proctor/Foster Care Payment/ resolving	N/A	IV-E/SSBG/State	N/A	N/A	State	N/A

[illegible]

Code	Activity	031 Detention Secure Facility	032 Out-of- Home	033 Home Based	034 Observation Assessment	035 Genesis Work Program	039 Not Specific to Any One Program
	Professional/reference reading						
911	Travel (Not Client Specific)	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
912	Clerical Tasks	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
913	Lunch, Breaks, Personal Business	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
914	Other Administrative Tasks	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
915	Community Presentations	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
916	QA Reviews	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation	Excluded from Computation
997	Employee On leave	N/A	N/A	N/A	N/A	N/A	Invalid
998	Employee Not Schedule To Work	N/A	N/A	N/A	N/A	N/A	Invalid
999	Invalid Response	N/A	N/A	N/A	N/A	N/A	Invalid

Footnotes to Funding Matrix

1. N/A in the matrix identifies invalid combinations of program and activity which are illogical.
2. For training which benefits only foster care, the IV-E Foster Care penetration rate will be applied. For training specified in the State's approved Child and Family Services Plan which benefits child welfare programs other than foster care, the RMS results will be applied.